

दक्षिण रेलवे/Southern Railway

मंडलकार्यालय/Divisional Office
कार्मिक विभाग/Personnel Department
पालक्काड/Palghat
Dtd 12.12.2022

सं./No. J/P.532/II/ACM 70 %

All concerned Supervisors of Commercial Department of PGT Division

Sub: Selection for promotion from Gr. C to Gr. B Service for the post of ACM
(Level 8) - 70% (Regular) - Commercial Dept.

Ref: PCPO/MAS Letter No. P(G)532/II/ACM selection/CBT (70%) 2023-
2024 dated 28.11.2022.

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With reference to Headquarters letters cited in connection with the above selection, copy of the Notification has been uploaded in the Personnel Branch internet website – www.srhqpb.in.

Last date of submission of application is 14.12.2022 through Personnel Branch internet website www.srhqpb.in.

Digitally signed by
LAVANYA B
Date: 2022.12.14 16:06:04
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लावण्या बी/Lavanya B.

मंकाधि/Divisional Personnel Officer/PGT
कृतेमंडलकार्मिकअधिकारी/समन्वय/
For Divisional Personnel Officer/Co-ord

Copy to: Sr. DCM/PGT- for kind information
Ch. OS/Commercial Department, CCI/HQ/PGT
Ch. S&WI/PGT,
DS/SRMU/PGT, DS/AISCSTREA/PGT, DS/AIOBCREA/PGT



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003,

No. P(G)532/II/ACM CBT Selection (70%)2023-2024

Date:28.11.2022

Secretary to GM for kind information of GM,
SDGM & CVO, PCOM, PCCM, CCM/PM ,CCM/PS & Catg,
CTPM, CPTM, CFTM, CCM/FM, PCSO
CPRO, PCSC, CAO/CN/MS & ERS , MTP(R)MS
CE/CN/MS,CPM/RE/MS,
DRM/MAS, TPJ, TVC, PGT, MDU, SA,
DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,
Principal/MDZTI/TPJ, LO/MMC/MAS
Sr.DOM/DOMs MAS, TPJ, TVC, PGT, MDU, SA,
Sr.DCM/DCMs MAS, TPJ, TVC, PGT, MDU, SA,
Additional Registrar/RCT/MAS, ERS.

Sub: Selection for the Group-B post of ACM against 70% (Regular) for Commercial Department in Pay Matrix Level-8 – through CBT-Reg.

Ref: Railway Board's letter No.E(GP)2022/2/4 dated 28.06.2022 (PBC 192/22) and other related letters circulated as PBC No. 203/2022, 213/2022, 236/2022 ,241/2022 &242/22.

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1. As advised by Railway Board vide reference cited above, it is proposed to conduct selection for the Group – B post of ACM against 70% (Regular) in Pay Matrix level-8 in Commercial Department through CBT conducted by National Academy of Indian Railways (NAIR/Vadodara) for the vacancy cycle from 01.01.2023 to 31.12.2024. **Eligibility & Method of Selection, Syllabus and Instructions regarding applying online is attached as Annexures “A”, “B” & “C” for guidance.**

2. In order to facilitate conduct of the written examination (CBT) as per the schedule advised by Board, it has been decided to call for willingness or otherwise from the eligible employees in the integrated seniority list. The list of employees who are coming within the normal zone of consideration as Main List and Reserve List are attached as **Annexures “D” & “E”**. The employees in the Reserve List (**Annexures “E”**) may please note that they will be considered only to the extent of number of employees from the Main List who express unwillingness to attend the selection.

3. The Vacancies provisionally assessed are as follows:-

UR	SC	ST	TOTAL
3	Nil	1	4

4. It may be noted that the vacancies assessed are provisional and is likely to change with regard to the total number of vacancies and reservation for SC/ST/PwBD. The final vacancies assessed will be notified later. In view of the tight schedule for conducting the selection, it will not be possible to give any further chance to eligible employees to express willingness when the vacancies are finalized and notified. Therefore all eligible employees are advised that they should express their willingness within the target dates fixed for this notification.

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5. Eligible employees whose name appear in Main List and also Reserve List (Annexure "D" & "E") should express their **willingness / unwillingness** for the selection to the post ONLINE in the link **www.srhqpb.in** on or before 14.12.2022. Employees are advised to carefully read all the related instructions and information available on the official websites of **sr.railnet.gov.in**, **sr.indianrailways.gov.in**, **srhqpb.in** and **nair.indianrailways.gov.in** before filling up the application online.

Registration of application online - Date of opening	01.12..2022-10.00hrs
Registration of application online - Date of closing	14.12.2022-23.59hrs
Last date for forwarding the online applications received by Personnel Officer (concerned) to Headquarters.	19.12.2022-17.00hrs

6. It may be noted that those employees in the Main List and Reserve List who fail to express their willingness/ unwillingness on or before 14.12.2022, will be presumed to be unwilling to take part in the selection and subsequent claim, if any, in this regard will not be entertained under any circumstances.

7. Final list of employees eligible to appear for the written examination (CBT) will be advised on receipt of willingness/unwillingness as called for above and also finalization of the provisional vacancies assessed.

8. As vacancies are also earmarked for "ST", Pre-Promotional Training (PPT) for employees belonging to ST community will be organized before written examination. The employees belonging to ST community who are willing to write the Written Examination (CBT) without undergoing PPT may do so, duly exercising the ("NO") option in the online application form. Employees belonging to ST Community, who have expressed their willingness to attend PPT, if they fail to attend the PPT on the specified dates, will have to appear for the Written Examination without such PPT being imparted.

9. The employees who have not attended the written examination scheduled to be held on 22.01.2023 will be allowed for supplementary examination only on the following reasons:-

- Those who could not be relieved due to Administrative Reason (or)
- Sickness of the employee supported by Railway Medical Certificate (or)
- Any other reason which is beyond the control of the employee.

10. **Wide publicity of this notification should be given to all staff including those who are on deputation, training, leave/sick.**

11. **How to apply: -**

Employees are advised to carefully read the entire instructions and information available on the official websites of **sr.railnet.gov.in**, **sr.indianrailways.gov.in**, **srhqpb.in** and **nair.indianrailways.gov.in** before filling up the application online. Employees should apply for the post ONLINE by visiting the official website **www.srhqpb.in**

The detailed instructions for filling up the online application is available in the web portal **www.srhqpb.in** and also enclosed herewith as **Annexure "C"**.

Applicant must note that, if any information furnished by him / her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.

The applications received will be treated as "Invalid/Ineligible" on the following grounds.

- (iv) Unsigned application.
- (v) Application without affixing latest photograph.
- (vi) Application without verification and certification by Supervisory/Controlling official.

12. Instructions to the forwarding Cadre controlling officials:-

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website **srhqpb.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 19.12.2022.

The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

The community status of the employee belonging to SC/ST may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the community certificate.

The details of court cases if any against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer in e-office to APO/Gaz/HQ/MAS on or before 19.12.2022.

If any employee is undergoing penalty of reduction to lower grade or are under suspension or any departmental proceedings have been initiated for major penalty, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

The SR/APARs of the employees who have volunteered must be kept in readiness by the controlling Officers concerned and should be sent immediately to this Office whenever called for.

13. All eligible employees should be in readiness to appear for the written examination (CBT) as per the schedule advised by NAIR/BRC and Railway Board. The written examination (CBT) is scheduled **to be held on 22.01.2023 by NAIR/BRC.**

14. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. They shall be in contact with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533

Ch. OS/Gaz : 22710

Since, this CBT is being conducted by NAIR/BRC, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) SR Railnet – sr.railnet.gov.in
- (b) SR Internet – sr.indianrailways.gov.in
- (c) SR HQ PB – srhqpb.in
- (d) NAIR – nair.indianrailways.gov.in

In addition to the above, candidates are instructed to check their email provided by them in the application for any updates.

15. For any assistance with regard to the above, the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri. M.Karthick	CSWI/Traffic	9003160626

16. The tentative selection calendar for the above selection:

Description	Date
Registration of application online - Date of opening	01.12..2022 -10.00Hrs
Registration of application online - Date of closing	14.12.2022- 23.59hrs
Last date for receipt of online applications at Headquarters from respective Units	19.12.2022-17.00Hrs
Publication of eligibility list	23.12.2022
Pre- promotional training	26.12.2022-05.01.2023
Date of Written Examination (Main) – CBT by NAIR/Vadodara	22.01.2023
Date of supplementary Written Examination (only if found necessary as per extant instructions)	29.01.2023
Publication of Results	10.02.2023
Date of Viva-Voce	22.02.2023
Publication of Panel	25.02.2023

17. Please acknowledge the receipt of this letter with date without fail.

Please note:- The last date for submitting application online by the employees is 14.12.2022 (Upto 23.59 hrs).

Encl: Annexures "A" to "E"


(M. SUNITHA)
Assistant Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/G, CPO/Admn, CPO/IR – for kind information please
Dy.CPO/Traffic/HQ APO/Traffic/HQ
GS/SRMU, NFIR, AISC & STREA, AIOBCREA, SROA, SRPOA

Annexure – “A”

Eligibility and Method of Selection (70%) for promotion to Group 'B' post of ACM in Commercial department

Employees who are holding the post in level – 6 (Rs.35400-112400) and above in the pay matrix with three years of regular service in level – 6 (Rs.35400-112400) and above in the pay matrix (including regular service rendered in the correspondence pre-revised grades) as on 01.01.2023 and who are coming within the zone of consideration from the integrated seniority lists attached to this letter will be eligible to apply for the selection.

The selection will be on the basis of written exam, viva-voce and record of service.

In terms of RBE No. 53/2019 dated 19.03.2019 (PBC No. 47/2019), the written examination will comprise of **one paper** which will have **100% Objective type Multiple Choice Questions with 2 hours duration**. The question paper will be in Hindi and English.

In terms of PBC No. 213/2022, the paper will be of **100 marks** and distribution will be as under:

Sl. No	Description	Maximum Marks	Qualifying Marks
1	Written Examination: a) Professional subject including optional questions of 10 marks on Official language policy and Rules b) Establishment and Financial Rules	70 Marks 30 Marks	100 60
2	Viva voce	25	30 (including at least 15 marks in record of service)
3	Record of service	25	

There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.

The question paper for the written test will have a practical bias to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

Those who qualify in the written exam by securing 60 marks and above out of 100 will be sent for Medical Examination as per Para 530 (a) of IRMM duly invoking Railway Board's letter No.2006/E(GR)I/15/4/RR dated 30.08.2018 and only those who qualify in the written examination and declared fit for Group "B" service only will be called for the viva-voce to the extent required in terms of Railway Board's letter No.E(GP)80/2/8 dated 31.10.1991.

Personality, Address and Qualities of Leadership will be assessed at the Viva-Voce test. Marks of record of service will be given on the basis of APARs and relevant service records. Integrity of character will receive special consideration.

The Panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as 'Outstanding' will be placed on top followed by those securing grading as 'Good' inter-se seniority within each group being maintained.

Syllabus for Selection (70%) for promotion to Group "B" post of ACM in Commercial Department (Circulated as PBC No. 236/2022)

TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In- Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure – Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

Establishment Rules

- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
 2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
 3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
 4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
 5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
 6. The Railway Services (Conduct) Rules, 1966 and related instructions.
 7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
 8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
 9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
 10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
 11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.
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INSTRUCTIONS FOR ONLINE APPLICATIONLink for applying online - www.sr.hqpb.in**Instructions to Candidates: -**

- (i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- (vi) **The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (ST only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- (vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- (ix) For any assistance with regard to the above, the under mentioned Helpline Number may be contacted during office hours :

Name	Designation	Helpline Number
Shri. M.Karthick	CSWI/Traffic	9003160626

Instructions to Personnel Department Officer:-

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 13.12.2022.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up **suitable helpline and give wide publicity** to the same along with details including mobile number of the person who can be contacted for any assistance.

Main List - Based on Integrated Seniority List (Commercial Department) Published vide No.P(S)612/III/Gr.B/ACM/Vol.3 dt.22.11.2022

S.No	Name S/Shri/Smt	Desig	Division	Comm	DOB	DOA	DOE into Level-6 (GP Rs.4200)	DOE into Level-7 (GP Rs.4600)	Remarks
1	Anitha Jose V	CRS	TVC	ST	14-04-1965	24-03-1988	12-11-1990	18-07-1994	
2	Srinivas D	CS	MAS	UR	12-03-1964	25-10-1989	05-03-1992	03-05-1995	
3	Mohan M	CI	HQ	SC	03-06-1963	02-07-1982	24-10-1990	12-06-1996	
4	Thirumani G	CI	HQ	SC	01-01-1965	23-09-1985	12-05-1993	27-03-1998	
5	Sivalingam A	CLA	HQ	ST	05-02-1965	13-09-1991		14-05-2007	
6	Sivalingam S	CLA	HQ	UR	15-06-1964	01-12-1987		09-09-1999	
7	Solomon Dhanaraj J G	CS	MAS	UR	04-12-1967	04-10-1990	19-11-1992	01-06-2001	
8	Munuswamy R	CS	MAS	ST	01-03-1967	18-08-1986	01-03-1993	24-07-2002	
9	Jothish T C	CTI	MAS	UR	12-01-1967	31-03-1988	31-03-1988	25-09-2002	
10	Parameswaran G	CTI	TPJ	SC	15-02-1963	20-02-1984	18-02-1985	25-11-2002	
11	Gajalakshmi S	ChOS/Rates	HQ	SC	23-04-1965	10-01-1985	01-03-1993	01-07-2003	
12	Carol Joseph	CS	PGT	ST	18-04-1966	20-08-1985	12-11-1990	29-07-2003	
13	Annavi N	CRS	TPJ	UR	07-03-1965	29-10-1983	01-11-1987	01-11-2003	

Reserve List- Based on Integrated Seniority List (Commercial Department) Published vide No. No.P(S)612/III/Gr.B/ACM/Vol.3 dt.22.11.2022

S.No	Name S/shri/Smt	Desig	Division	Comm	DOB	DOA	DOE into Level-6 (GP Rs.4200)	DOE into Level-7 (GP Rs.4600)	Remarks
1	Ancy Mole P G	CS	TVC	ST	12-05-1963	13-06-1983	11-01-1988	01-11-2003	
2	Indra Manoharan	CS	TPJ	SC	15-01-1966	25-03-1985 11-07-1985	01-03-1993	01-11-2003	
3	Gunaseelan D	CRS	MAS	SC	02-06-1964	28-04-1987	17-05-1993	01-11-2003	
4	Chamundeswari E	CRS	MAS	SC	12-05-1964	05-10-1983	17-05-1993	01-11-2003	
5	Parameswaran A	CRS	SA	ST	01-07-1964	29-07-1991	11-07-1993	01-11-2003	
6	Muthukrishnan V	CRS	SA	ST	24-05-1967	29-07-1991	29-06-1993	01-11-2003	
7	Ramasamy M	CRS	SA	SC	11-01-1967	01-02-1990	11-02-1993	01-11-2003	
8	Molly Mathew	CRS	TVC	UR	24-05-1965	21-07-1987	22-06-1994	01-11-2003	
9	Baskaran D	CLA	TVC	SC	19-05-1963	15-05-1990	01-07-1994	01-11-2003 24-05-2010	
10	Thamarai Selvi D	CRS	MAS	ST	19-09-1968	29-07-1991	17-05-1996	01-11-2003	
11	Ramani S	CRS	MAS	ST	01-09-1963	29-07-1991	14-07-1993	01-11-2003	
12	Indira Gandhi I	CRS	MAS	SC	07-05-1965	19-01-1989	12-06-1992	01-11-2003	
13	Siva Sankar N	CRS	MAS	SC	10-05-1968	26-06-1989	02-06-1992	01-11-2003	
14	Jawahar R	CRS	MAS	SC	31-05-1964	17-01-1990	22-06-1992	01-11-2003	
15	Mallavathe M	CRS	MAS	ST	05-07-1967	29-07-1991	29-06-1993	01-11-2003	
16	Vasanth Kumari K	CRS	MAS	SC	17-02-1963	31-01-1990	03-07-1992	01-11-2003	
17	Radhika E K	CRS	MAS	SC	23-09-1968	01-09-1990	16-10-1992	01-11-2003	
18	Ragupathi N	CS	MAS	ST	20-06-1963	06-07-1987	23-03-1995	01-11-2003	

19	Prakash Babu C	CS	MAS	ST	15-09-1966	01-08-1989	23-03-1995	01-11-2003	
20	Padmini K K	CTI	PGT	ST	13-09-1964	04-10-1990	01-12-1997	19-08-2004	
21	Ram Prasad Meena	CI	Rly Board	ST	07-08-1964	21-07-1989	26-12-1996	03-09-2004	
22	Balakrishnan T	CS	TVC	SC	10-02-1966	30-09-1991	03-10-2002	03-10-2004	
23	Kamakoteeswari R	CS	MAS	SC	06-02-1975	31-07-1993	03-10-2002	24-11-2004	
24	Nagarajan R	CS	MDU	ST	15-05-1964	16-05-1988	16-09-1998	03-05-2005	
						26-08-1988			
25	Sanjib Mullick	CS	MAS	SC	06-10-1974	30-03-2001	31-03-2003	01-09-2005	
26	Ajith Kumar S	CS	TVC	UR	17-11-1966	23-07-1990	16-03-2003	17-11-2005	
27	Rajendran S	CS	MAS	ST	05-04-1967	05-09-1990	19-03-1997	04-05-2006	
28	Subramani G	CTI	MAS	ST	20-02-1965	03-09-1987	01-07-1995	15-07-2006	
29	SunilKumar S	CS	TVC	UR	31-05-1977	06-09-1999	22-02-2014	03-10-2006	Medically Decategorised
								22-02-2014	
30	Radhakrishnan L	CTI	MDU	ST	26-05-1966	02-12-1990	30-01-1995	18-01-2007	
31	Karuppasamy M	CS	MDU	ST	03-09-1965	19-07-1988	22-11-1996	23-01-2007	
32	James E George	CTI	MDU	ST	06-10-1971	03-12-1991	27-07-1995	01-11-2013	Seniority restored on completion of penalty
33	Krishnamoorthy N	CTI	MDU	ST	08-05-1980	31-03-1998	15-07-2002	19-05-2008	
34	Perumal V	CTI	MDU	ST	01-06-1969	04-07-1994	01-04-2000	09-06-2008	
35	Rathinavel J	CTI	MAS	ST	13-07-1966	06-11-1987	17-10-1996	18-11-2009	
36	Ravichandran A	CTI	TPJ	ST	20-04-1965	01-02-1988	31-05-1992	01-02-2013	
37	Kumarasamy R	CS	TPJ	ST	15-04-1965	02-02-1987	01-03-1993	08-12-2009	
38	Udayakumar C	CTI	PGT	UR	31-05-1963	02-01-1981	31-10-1988	09-12-2009	

39	Dileep A S	CS	TVC	SC	30-05-1979	30-03-2001	30-03-2003	26-02-2010	
40	Rakhee L	CS	TVC	SC	30-05-1974	30-03-2001	30-03-2003	27-02-2010	
41	Ambily Aravind	CS	TVC	SC	01-05-1978	30-03-2001	30-03-2003	26-02-2010	
42	Joseph M I	CS	TVC	ST	01-08-1963	29-03-1985	30-08-1990	27-02-2010	
43	Karunakaran M	CTI	MDU	UR	16-03-1964	31-03-1983	16-12-1991	09-08-2010	
44	Vijayakumar A N	CTI	PGT	UR	22-12-1963	03-11-1981	31-08-1989	21-10-2010	
45	Ravi R	CTI	TPJ	SC	07-04-1965	24-02-1987	26-02-1992	03-12-2010	Now Working in MAS
46	Suresh Thomas	CRS	TVC	UR	25-07-1963	19-07-1982	27-09-1990	17-12-2010	
47	Beena T	CRS	TVC	UR	25-05-1967	28-07-1983	03-03-1987	17-12-2010	
48	Leelamma Santhosh	CRS	TVC	UR	01-06-1964	19-08-1983	24-05-1991	17-12-2010	RS-II wef 04-03-1987 at PGT
49	Beena Chacko	CRS	TVC	UR	28-05-1965	30-11-1983	08-04-1991	17-12-2010	RS-II wef 08-04-1991
50	Selvam R	CTI	MDU	UR	21-03-1964	21-08-1983	30-12-1992	08-02-2011	
51	Jayamohan V	CTI	MDU	UR	10-11-1964	27-12-1983	11-12-1992	08-02-2011	
52	Radha V	Protocol Inspector	MDU	UR	15-02-1963	12-11-1982	31-08-1991	31-05-2011	
53	Sathiyathanunni C	CTI	PGT	UR	08-01-1965	12-05-1983	11-12-1991	02-06-2011	
54	Sakthivel S	CTI	TPJ	SC	01-04-1969	24-02-1987	04-01-1992	30-08-2011	
55	Krishnadasan R	CRS	PGT	SC	19-03-1965	03-04-1991	11-07-1993	10-11-2011	
56	Muruganandam B	CTI	MAS	ST	05-06-1969	20-01-1989	13-03-1999	14-11-2011	
57	Rajeev V	CS	TVC	UR	01-04-1964	04-04-1991	03-10-2002	21-11-2011	
58	Lissiamma Kuruvilla	CS	TVC	ST	26-03-1964	22-04-1986	21-09-1990	06-02-2012	
59	Sreekanth K P	CS	TVC	UR	15-04-1965	23-09-1985	03-10-2002	30-12-2011	
60	Rajaiah M S	Catg Insp Gr.I	MAS	SC	30-05-1964	08-09-1993	01-04-2003	17-02-2012	

61	Manikuttan K V	CTI	TVC	SC	21-05-1968	10-06-1987	01-11-2003	18-02-2012	
62	Johnson P P	CTI	TVC	ST	12-11-1968	26-07-1988	01-11-2003	15-02-2012	
63	Santhosh M	CTI	TVC	SC	02-05-1963	23-11-1988	01-11-2003	15-02-2012	
64	Sureshkumar K	CTI	TVC	SC	16-05-1967	24-07-1989	01-11-2003	15-02-2012	
65	Sajeevean C A	CTI	TVC	SC	02-03-1967	24-07-1989	01-11-2003	15-02-2012	
66	Lekshmanan Kani M	CTI	TVC	ST	30-05-1963	24-07-1989	01-11-2003	16-02-2012	
67	Bhaskaran R	CLA/Claims	HQ	UR	03-06-1964	10-12-1991	09-04-2008	16-02-2012	
								07-10-2013	
68	Sajimon George	CTI	TVC	ST	17-05-1966	24-07-1989	01-11-2003	21-02-2012	
69	Chandrasekharan K R	CS	PGT	ST	30-09-1963	19-07-1989	19-10-1994	10-06-2012	
70	Venugopal T	CCI	SA	ST	15-05-1965	16-05-1988	23-04-1994	11-07-2012	
71	Varadarajan V	CS	MAS	UR	29-11-1966	10-11-1986	03-10-2002	18-07-2012	
72	Ajimon C C	CS	TVC	UR	22-04-1964	18-08-1986	03-10-2002	11-08-2012	
73	Manojkumar S	CS	HQ/TVC	UR	29-03-1963	16-05-1988	03-10-2002	23-07-2012	
74	Meenambal A	CS	TVC	UR	13-07-1976	22-10-1996	03-10-2002	23-07-2012	
75	Saravanan B	CTI	MDU	UR	04-11-1964	31-01-1983	01-03-1993	27-07-2012	
76	Soundararajan V	CTI	MAS	UR	09-04-1963	27-09-1985	31-05-1995	17-08-2012	
77	Hari K	CTI	MAS	SC	22-05-1965	19-10-1983	29-02-2000	17-08-2012	
78	Aiyavu M	CS	SA	ST	05-01-1971	06-11-1989	01-09-1994	10-09-2012	
79	Ilangoan S	CTI	TPJ	SC	29-08-1963	24-07-1989	10-08-1993	26-09-2012	
80	Nagarajan R	CTI	SA	UR	17-05-1964	07-12-1981	01-03-1993	05-10-2012	
81	Vasu N	ChOS/CommI	TPJ	SC	04-03-1965	17-07-1986	14-11-1990	22-10-2012	
82	Veeraperumal M	CRS	MDU	SC	20-07-1963	10-08-1991	29-06-1993	24-10-2012	

83	Ramamoorthy N	CRS	MDU	UR	11-05-1963	05-10-1987	15-06-1992	24-10-2012	
84	Prabhakaran M	CTI	MDU	UR	30-07-1964	23-08-1983	07-12-1993	24-10-2012	
85	Beena K S	CS	PGT	UR	10-10-1965	17-12-1984	31-10-1990	07-11-2012	
86	James T C	CTI	TVC	UR	11-04-1967	26-11-1988	11-10-2004	17-11-2012	
87	Kamaraj T P	CTI	TVC	SC	09-12-1967	15-05-1990	01-11-2003	17-11-2012	
88	Sarish P Sankar	CTI	TVC	ST	03-03-1979	16-03-1998	01-11-2003	17-11-2012	
89	Vijayasradhi A	CS	MAS	UR	01-07-1975	30-03-2001	31-03-2003	13-12-2012	
90	Subramanian D	CRS	TPJ	UR	15-06-1967	17-12-1986	18-05-1990	17-12-2012	
91	Ganesan T	CRS	MDU	SC	29-07-1965	26-09-1991	22-07-1993	29-12-2012	
92	Sutharson W	CRS	MDU	SC	02-04-1967	26-09-1991	22-07-1993	27-12-2012	